

State of Nevada HRM: Consultation and Accountability

Version Date: 4/13/2022

Department ID /ADM/94/940301/

2004040 Appeals Files: Hearing Officer Decision Papers

Description: This record series documents the decisions made by a Hearings Officer when acting on personnel disciplinary appeals. The file consists of the written decision papers.

Minimum

Retention: Retain these records for a period of five (5) calendar years from the date of the decision.

Disposition: Permanent: Transfer to State Archives

2004038 Appeals, Grievance, and Complaint: Records on Judicial Review

Description: These records document the grievances, complaints to the Employee-Management Committee (EMC) or appeals where court action has been initiated. The records may include but are not limited to: complaint records EMC grievance records, appeal records, court documents, associated documentation, and related correspondence.

Minimum

Retention: Retain for six (6) calendar years from the end of the calendar year in which the action was withdrawn, settled, dismissed, or the final court action.

Disposition: Destroy Securely

2008031 Grievance and Complaint Records: Audio Recordings

Description: These records document personnel grievances and complaints heard by the Employee-Management Committee (EMC) using audio recordings (NRS and NAC 284). The records may include but are not limited to: hearing audio recordings, associated documentation, and related correspondence.

Minimum

Retention: Retain for five (5) calendar years from the end of the calendar year in which the final determination was given.

Disposition: Destroy

2004035 Grievance and Complaint Records: Employee-Management Committee

Description: These records document personnel grievances or complaints presented to the Employee-Management Committee (EMC) (NRS 284.073 and NAC 284.690-697). The records may include, but are not limited to: formal grievance or complaint with supportive documentation, EMC hearing documentation, associated documentation, and related correspondence.

Minimum

Retention: Retain for five (5) calendar years from end of the calendar year in which the decision was made by the EMC, the date the case was withdrawn, settled or dismissed.

Disposition: Destroy Securely

2004034 Grievance Files: Employee-Management Committee Decision Records

Description: These records document the decisions made by the Employee-Management Committee (EMC) when acting on personnel grievances or complaints. The records may include but are not limited to: written decisions with supportive documentation, associated documentation, and related correspondence.

Minimum

Retention: Retain for ten (10) calendar years from the end of the calendar year in which the final decision was made.

Disposition: Permanent: Transfer to State Archives

2019006 Reasonable Accommodation – Reassignment Records

Description: These records document the coordination of reasonable accommodation reassignments between different state agencies (29 CFR 1630 and NAC 284). The records may include but are not limited to: essential function forms; medical records including certifications from health care providers, documents relating to work-related accommodation documentation, formal requests for accommodations, responses, associated documentation, and related correspondence.

Minimum

Retention: Retain for three (3) calendar years from the end of the calendar year in which the employee separated from service.

Disposition: Destroy Securely

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1987115 Training Class Records

Description: These records document training courses taught by the Division of Human Resource Management. The records may include but are not limited to: class evaluations and statistical sheets, registration forms, class lists, TR-17's for attendees, associated documentation, and related correspondence.

Minimum

Retention: Retain for three (3) calendar years from the end of the calendar year in which the class was held.

Disposition: Destroy Securely